Employee Post-Travel Disclosure of Travel Expenses

(Revised 1/3/11)

Date/Time Stamp:
RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS

Post-Travel Filing Instructions: Complete this form within 30 days of returning from 2020 FEB 13 PH 5: 09 travel. Submit all forms to the Office of Public Records in 232 Hart Building.

_		-	sures with respect to	travel expenses that have been o	or w
be reimbursed/paid for	•		4 B 7 T D		
	•	orization (Form RE-1), <u>A</u> ertification Form with all		y, invitee list, etc.)	
Private Sponsor(s) (list	tall): The Aspen In	stitute Inc. (Socrates	s Program) ("AISP	")	
Travel date(s): Janua	ry 17-19, 2020				
Name of accompanyin Relationship to Travelo	g family member (if a	ny): Child			
	OSTS IN EMPLOYEE	EASE DUE TO THE ACC EXPENSES. (Attach addit		SE OR DEPENDENT CHILD, ON	LY
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)	
☑ Good Faith Estimate	\$98.00	\$238.00	\$122.00	\$110.00	
☐ Actual Amount					
Expenses for Accomp	anying Spouse or Do	ependent Child (if applic	able):		J
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)	
☐ Good Faith Estimate					
☐ Actual Amount					
_	-		, , , , ,	ttach additional pages if nance, and the role of Congress	S.
2 13 20 (Date)	Ste) Mavie (Printed i	2 Niaufav2 in Niaufaveler)		(Signature of traveler)	
TO BE COMPLETED	BY SUPERVISING	MEMBER/OFFICER:			
	-	es set out above in connection, lodging, and related	expenses as defined	cribed in the <i>Employee Pre-Tra</i> in Rule 35.	ivel
22/12/22				·March	

(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

<u>Pre-Travel Filing Instructions</u>: Complete and submit this form at least 30 days prior to the travel departure date to the <u>Select Committee on Ethics</u> in <u>SH-220</u>. Incomplete and late travel submissions will <u>not</u> be considered or approved. This form <u>must</u> be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler:	STEPHANIE "STEPH" NIAUPARI
Employing Office/Committee:	SENATOR ROBERT MENENDEZ
Private Sponsor(s) (list all): THE ASPEN INSTITUTE	
Travel date(s): JANUARY 17-19, 2020 Note: If you plan to extend the trip for any	rageon would notify the Committee
Destination(s): CAMBRIDGE, MD	reason you <u>inust</u> notify the Committee.
Explain how this trip is specifically connected to the	
on leadership, responsible governance and the role of support staffers' learning and development. This progr	merging leaders from various professions to convene and explore que. The purpose of the trip is to conduct a non-partisan educational seminar Congress that encourages off-the-record candid exchanges of ideas to ram will strengthen the leadership skills needed in the office, including building and agencies on policy issues, and honing one's political instinct.
Name of accompanying family member (if any): Relationship to Employee: Spouse Child	
I certify that the information contained in this form	is true, complete and correct to the best of my knowledge:
1)08/2020 (Date)	(Signature of Employee)
TO BE COMPLETED BY SUPERVISING SENATOR/Secretary for the Majority, Secretary for the Minority, and	OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, and Chaplain):
I, SENATOR ROBERT MENENDEZ (Print Senator's/Officer's Name)	hereby authorize STEPHANIE "STEPH" NIAUPARI (Print Traveler's Name)
related expenses for travel to the event described ab-	payment or reimbursement for necessary transportation, lodging, and ove. I have determined that this travel is in connection with his or her will not create the appearance that he or she is using public office for
I have also determined that the attendance of the em of the Senate. (signify "yes" by checking box)	ployee's spouse or child is appropriate to assist in the representation Signature of Supervising Senator/Officer)
(Revised 10/19/15)	Form RE-1

Niaupari, Steph (Menendez)

From: Steph Niaupari -

Sent: Tuesday, December 17, 2019 3:24 PM

To: Niaupari, Steph (Menendez)

Subject: Fwd: Socrates Emerging Governance Leaders Seminar

Attachments: Private Sponsor Travel Certification Form.pdf; Appendix to Private Sponsor Travel

Certification Form.pdf; Emerging Governance Leaders Seminar Agenda.pdf

- Forwarded message -

From: Socrates Program < socrates@aspeninst.org >

Date: Mon, Dec 16, 2019 at 9:45 AM

Subject: Socrates Emerging Governance Leaders Seminar

To: Steph Niaupari <



Dear Steph,

We are pleased to invite you to participate in the Emerging Governance Leaders Seminar Series located in Cambridge, Maryland from January 17-19, 2020.

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The Socrates Program will provide shuttles departing from Capitol Hill to Wye on Friday, January 17th at 5:00 p.m. and Creturning on Sunday, January 19th at 1:00 p.m. Should you accept attendance, it is required that you participate through the Couration of the seminar. Your lodging and meals will be paid for by the Aspen Institute Socrates Program. Under the Cretetics rules, no expenses are provided for entertainment or recreation.

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This seminar is designed for the educational benefit of a bipartisan, bicameral group of Congressional staff focusing on the foundations of Congress and its role in the nation's governance. Our purpose is education, not advocacy. In order to participate, you will need to submit the requisite travel forms to the Ethics Committee and secure approval. Attached to this email, you will find the ethics packet which contains the (1) completed primary trip sponsor form and (2) the program agenda.

Please submit all required documentation to the Ethics Committee by Tuesday, December 17, 2019: 1) Primary Trip Sponsor Form (2) Agenda and (3) invitation (all provided by the Aspen Institute) and (4) Pre-Traveler Authorization Form, available on the Ethics website, https://www.ethics.senate.gov/public/index.cfm/travel. Travel forms must be submitted to the Ethics Committee no later than thirty days before travel commences or you will not be eligible to attend.

Here are a few additional items to facilitate your planning:

Lodging - participants will all be staying at the Hyatt Chesapeake in Cambridge, Maryland.

Seminar materials - the seminar readings (PDFs), schedule, and arrival details will be sent to you approximately 2-3 weeks before the seminar. Note: a summary of the seminar topic and moderator biography are attached.

If you have any questions, please feel free to call Socrates Program Coordinator, Carly Raizon at 202-736-3843.

Kind Regards,

Cordell Carter, II | The Aspen Institute

Director, Socrates Program

10 2300 N St. NW, Suite 700

Washington, DC 20037

(202)736-2922 (3)

cordell.carter@aspeninstitute.org

Steph Niaupari

Pronouns: Steph/They/Elle

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

Spo	onsor(s) of the trip (please list all sponsors): The Aspen Institute Inc. (Socrates Program) ("AISP")
— De	Scription of the trip: The AISP is sponsoring a Socrates seminar to discuss leadership,
re	sponsible governance and the role of Congress.
Da	tes of travel: January 17-19, 2020
Pla	ce of travel: Cambridge, MD
Na	me and title of Senate invitees: See attached.
I ce	ertify that the trip fits one of the following categories:
X	(A) The sponsor(s) are not registered lobbyists or agents of a foreign principal <u>and</u> do not retain or employ registered lobbyists or agents of a foreign principal <u>and</u> no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
	(B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
X	I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
X	I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
	ertify that:
X	The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for <i>de minimis</i> lobbyist involvement.
X	The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (see auestion 9).

9.	USE ONLY IF YOU CHECKED QUESTION 6(B) I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:
	(A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member officer, or employee on any segment of the trip.
	(B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10).
	(C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
10.	USE ONLY IF YOU CHECKED QUESTION 9(B) If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:
	· · · · · · · · · · · · · · · · · · ·
11.	An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hourby-hour), complete, and final itinerary for the trip.
12.	Briefly describe the role of each sponsor in organizing and conducting the trip:
	The Aspen Institute Socrates Program is the sole sponsor of the seminar and organized and conducted
	the trip (including selected the participants, developed the agenda, planned the seminar and coordinated
	the travel). (See attached Appendix)
13.	Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission: The Aspen Institute is an educational and policy studies non-partisan, non-profit organization whose
	mission is to foster leadership based on enduring values and provide a non-partisan forum for the
	exchange of ideas. (See attached Appendix)
14.	Briefly describe each sponsor's prior history of sponsoring congressional trips: The Aspen Institute has a nearly forty year history of conducting non-partisan educational congressional
	trips; the Socrates Program, specifically, also has conducted congressional trips.

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Briefly describe the edtrips):	ducational activities pe	rformed by each spons	sor (other than spon	soring congressiona
The Aspen Institute o	rganizes numerous ed	ucational activities, inc	cluding briefings, rou	ındtables, forums
and conferences for a	diverse range of atten	dees including federa	I and state policyma	kers, business and
organization leaders,	members of the press	and the general public	c. (See attached Ap	pendix.)
Total Expenses for Ea	ch Participant:			
	Transportation Expenses	Lodging Expenses	Meai Expenses	Other Expenses
Good Faith estimate Actual Amounts	\$98.00 for bus	\$238.00 for two nights (\$119.00 per night)	\$122.00	\$110.00 for conference room fees (includes meeting facilities set up, take down cleaning)
participation or b) the congressional particip	ip involves an event the trip involves an event ation: n event that is organize	that is arranged or org	ganized specifically	with regard to
Reason for selecting the	he location of the event	t or trip		
The conference center	r is close to Washingto	on, DC, which provides	s for ease of travel f	or participants
and moderator(s).		- -		
Name and location of Hyatt Regency Marina	hotel or other lodging to and Resort	facility:		
100 Heron Blvd, Cam	bridge MD			
Reason(s) for selecting	g hotel or other lodging	g facility:		
The conference center	er has sufficient meetin	g space and lodging to	o support off-the-red	ord, non-partisan
exchanges of ideas a	nd professional learnin	g.		····
				

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class transportation will be provided. If first-class fare is being provided, please explain why firavel is necessary: Round-trip transportation will be provided by chartered, coach-class bus between Washington the conference center. 23. I represent that the travel expenses that will be paid for or reimbursed to Senate invitees of expenditures for recreational activities, alcohol, or entertainment (other than entertainment all attendees as an integral part of the event, as permissible under Senate Rule 35). 24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and the entertainment is an integral part of the event: None 25. I hereby certify that the information contained herein is true, complete and correct. (For trips in the expension of the expen	21.	Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:
 Describe the type and class of transportation being provided. Indicate whether coach, business class transportation will be provided. If first-class fare is being provided, please explain why it travel is necessary: Round-trip transportation will be provided by chartered, coach-class bus between Washington the conference center. I represent that the travel expenses that will be paid for or reimbursed to Senate invitees of expenditures for recreational activities, alcohol, or entertainment (other than entertainment all attendees as an integral part of the event, as permissible under Senate Rule 35). List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and of the entertainment is an integral part of the event: None I hereby certify that the information contained herein is true, complete and correct. (For trips is more than one sponsor, you must include a completed signature page for each additional spons Signature of Travel Sponsor: Mild functions Name and Title: Elliot Gerson, EVP Public and Policy Programs Name of Organization: The Aspen Institute Address: 2300 N St, NW Washington DC, 20037 Telephone Number: 202-736-5859 (Lisa Jones, Deputy General Counsel) 		Lodging rates are \$119.00/per night, which reflects the per diem rate.
class transportation will be provided. If first-class fare is being provided, please explain why it travel is necessary: Round-trip transportation will be provided by chartered, coach-class bus between Washington the conference center. 23. I represent that the travel expenses that will be paid for or reimbursed to Senate invitees of expenditures for recreational activities, alcohol, or entertainment (other than entertainment all attendees as an integral part of the event, as permissible under Senate Rule 35). 24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and of the entertainment is an integral part of the event: None 25. I hereby certify that the information contained herein is true, complete and correct. (For trips is more than one sponsor, you must include a completed signature page for each additional sponse Signature of Travel Sponsor: Name and Title: Elliot Gerson, EVP Public and Policy Programs Name of Organization: The Aspen Institute Address: 200 N St, NW Washington DC, 20037 Telephone Number: 202-736-5859 (Lisa Jones, Deputy General Counsel)		Meal rates are \$61.00/per day, which reflects the per diem rate.
the conference center. 23. I represent that the travel expenses that will be paid for or reimbursed to Senate invitees of expenditures for recreational activities, alcohol, or entertainment (other than entertainment all attendees as an integral part of the event, as permissible under Senate Rule 35). 24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and of the entertainment is an integral part of the event: None 25. I hereby certify that the information contained herein is true, complete and correct. (For trips is more than one sponsor, you must include a completed signature page for each additional sponse Signature of Travel Sponsor: Name and Title: Elliot Gerson, EVP Public and Policy Programs Name of Organization: The Aspen Institute Address: 2300 N St, NW Washington DC, 20037 Telephone Number: 202-736-5859 (Lisa Jones, Deputy General Counsel)	22.	Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:
 I represent that the travel expenses that will be paid for or reimbursed to Senate invitees of expenditures for recreational activities, alcohol, or entertainment (other than entertainment all attendees as an integral part of the event, as permissible under Senate Rule 35). List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and of the entertainment is an integral part of the event: None 1 hereby certify that the information contained herein is true, complete and correct. (For trips is more than one sponsor, you must include a completed signature page for each additional sponse. Signature of Travel Sponsor: Name and Title: Elliot Gerson, EVP Public and Policy Programs Name of Organization: The Aspen Institute Address: 2300 N St, NW Washington DC, 20037 Telephone Number: 202-736-5859 (Lisa Jones, Deputy General Counsel) 		Round-trip transportation will be provided by chartered, coach-class bus between Washington D.C. and
expenditures for recreational activities, alcohol, or entertainment (other than entertainment all attendees as an integral part of the event, as permissible under Senate Rule 35). 24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and of the entertainment is an integral part of the event: None 25. I hereby certify that the information contained herein is true, complete and correct. (For trips is more than one sponsor, you must include a completed signature page for each additional sponsed Signature of Travel Sponsor: Name and Title: Elliot Gerson, EVP Public and Policy Programs Name of Organization: The Aspen Institute Address: 200 N St, NW Washington DC, 20037 Telephone Number: 202-736-5859 (Lisa Jones, Deputy General Counsel)		the conference center.
the entertainment is an integral part of the event: None 25. I hereby certify that the information contained herein is true, complete and correct. (For trips i more than one sponsor, you must include a completed signature page for each additional spons Signature of Travel Sponsor: Name and Title: Elliot Gerson, EVP Public and Policy Programs Name of Organization: The Aspen Institute Address: 2300 N St, NW Washington DC, 20037 Telephone Number: 202-736-5859 (Lisa Jones, Deputy General Counsel) Fax Number:	23.	I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).
25. I hereby certify that the information contained herein is true, complete and correct. (For trips is more than one sponsor, you must include a completed signature page for each additional sponsor. Signature of Travel Sponsor: Name and Title: Elliot Gerson, EVP Public and Policy Programs Name of Organization: The Aspen Institute Address: 2300 N St, NW Washington DC, 20037 Telephone Number: 202-736-5859 (Lisa Jones, Deputy General Counsel) Fax Number:	24.	List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:
Name and Title: Elliot Gerson, EVP Public and Policy Programs Name of Organization: The Aspen Institute Address: 2300 N St, NW Washington DC, 20037 Telephone Number: 202-736-5859 (Lisa Jones, Deputy General Counsel)		None
Name and Title: Elliot Gerson, EVP Public and Policy Programs Name of Organization: The Aspen Institute Address: 2300 N St, NW Washington DC, 20037 Telephone Number: 202-736-5859 (Lisa Jones, Deputy General Counsel) Fax Number:	25.	I hereby <i>certify</i> that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you <i>must</i> include a completed signature page for each additional sponsor): Signature of Travel Sponsor:
Name of Organization: The Aspen Institute Address: 2300 N St, NW Washington DC, 20037 Telephone Number: 202-736-5859 (Lisa Jones, Deputy General Counsel) Fax Number:		Name and Title: Elliot Gerson, EVP Public and Policy Programs
Telephone Number: 202-736-5859 (Lisa Jones, Deputy General Counsel) Fax Number:		
Fax Number:		Address: 2300 N St, NW Washington DC, 20037
· · · · · · · · · · · · · · · · · · ·		Telephone Number: 202-736-5859 (Lisa Jones, Deputy General Counsel)
E-mail Address: lisa.jones@aspeninstitute.org		Fax Number:
		E-mail Address: lisa.jones@aspeninstitute.org



Emerging Governance Leaders Seminar

Leadership & the Role of Congress

January 17-19, 2020 Hyatt Regency Chesapeake Bay Cambridge, Maryland

Friday, January 17th

5:00 p.m. Shuttle departure from Capitol Hill

7:00 p.m. Shuttles arrives at Hyatt Regency Chesapeake Bay

7:00 p.m. - 8:00 p.m. Check-In & Reception

8:00 p.m. – 9:30 p.m. Socrates Opening Dinner and Program

"Responsible Governance and Your Role in Congress"

A conversation between Colleen Shogan, Assistant Deputy Librarian for Collections and Services at the Library of Congress, and Cordell Carter, Socrates Program Director.

Saturday, January 18th

7:45 a.m. – 9:00 a.m. Breakfast

9:00 a.m. - 12:00 p.m. Seminar Session I: The Evolution of Congress: How Did We

Get Here?

10:30 a.m. – 10:45 a.m. Morning Break

12:00 p.m. – 1:00 p.m. Lunch

1:00 p.m. – 4:00 p.m. Seminar Session II: Congress and Its Governance

Challenges

2:30 p.m. – 2:45 p.m.

Afternoon Break

4:00 p.m. – 5:30 p.m.

TBD Afternoon Activity

6:15 p.m. – 7:00 p.m.

Reception

7:00 p.m. - 8:15 p.m.

Dinner

8:30 p.m. – 9:15 p.m.

Fireside Chat

"Life & Lessons in Congress"

Moderated by Cordell Carter, Socrates Program Director

Sunday, January 19th

7:45 a.m. – 9:00 a.m.

Breakfast

9:00 a.m. – 12:00 p.m.

Seminar Session III: Congressional Reform

10:30 a.m. – 10:45 a.m.

Morning Break

12:00 p.m.

Check-out

12:00 p.m. – 1:00 p.m.

Lunch

1:00 p.m.

Shuttle departs for Capitol Hill

3:00 pm

Shuttle arrives to Capitol Hill

Appendix to Private Sponsor Travel Certification Form, Aspen Institute

Socrates Program for the Emerging Governance Leaders Seminar, August 16-18, 2019

Question 5. Name and titles of Senate Invitees:

Sol Ortega

Deputy Director of Engagement
Office of Senator Charles Schumer

Jasmen Palomares

Legislative Aide
Office of Senator Kirsten Gillibrand

Jenna Valle-Riestra

Digital Assistant
Office of Senator Bob Casey

Steph Niaupari

Pepsi Co. Foundation National Graduate Fellow Senate Robert Menendez

Andre J. Barnett

Tax Counsel
United States Senate Committee on Finance

Anna Shepard

Legislative Correspondent Senator Diane Feinstein

Anthony Reyes

Staff Assistant
Office of Senator Chris Murphy

Question 12. Briefly describe the role of each sponsor in organizing and conducting the trip (response continued) – The Aspen Institute Socrates Program received general, unrestricted funding from the Democracy Fund to support the Socrates Program. The funding was not earmarked for this trip. Democracy Fund did not play a role in organizing or planning the conference, including, but not limited to the content, agenda, moderators, attendees or other logistics.

Questions 13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to the mission (response continued) –The Socrates Program seeks to provide a forum for emerging leaders from various professions to convene and explore contemporary issues through expert-moderated dialogue. The

purpose of the trip is to conduct a non-partisan educational seminar on leadership, responsible governance and the role of Congress that encourages off-the-record, candid exchanges of ideas to support staffers' learning and development.

Question 15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips) (response continued) - Socrates Program organizes seminars every year bringing together a diverse group of professional to explore issues, discuss current topics and encourage dialogue and exchange of ideas.